From: Cook, Holly
To: Lambert, Steve
Cc: Gill, Lauren; "Jon Clark"; McCracken, Shari; Snyder, Ashley
Subject: RE: Washington D.C. trip
Date: Wednesday, February 20, 2019 4:51:09 PM

I spoke with Supervisor Lambert earlier today. His preference is the Phoenix Park Hotel, so I booked that for Supervisor Connelly for 4/1 through 4/4 (NOTE: the prices are now higher for both hotels than what was quoted by CAO Shari McCracken).

The best/shortest outbound flight on 4/1/19 I could find was the following on United Airlines. I checked multiple airlines and multiple travel sites and was unable to find any direct flights. I have NOT booked this yet pending Supervisor Lambert's approval of the flight.

Supervisor Lambert: please advise if this is acceptable.

7:00 am Sacramento, CA, US (SMF)
Arriving 4:54 pm Washington, DC, US (DCA - National)
Washington, DC, US (DCA - National)
Duration6h 54m

Thank you.

Holly M Cook
Executive Assistant to
Supervisor Bill Connelly
530-538-6834

From: McCracken, Shari <SMcCracken@buttecounty.net>
Sent: Tuesday, February 19, 2019 11:05 AM
To: Snyder, Ashley <ansnyder@buttecounty.net>; Cook, Holly <HCook@buttecounty.net>
Cc: lgill@townofparadise.com; 'Jon Clark' <JClark@bcag.org>
Subject: Washington D.C. trip

Ashley and Holly,

As you choose flights to D.C. for Steve and Bill, and book hotel rooms, please share the details with Lauren and Jon (included in the cc:) so that they can book flights and hotel rooms, too.

Thanks!
Shari

Shari McCracken
Chief Administrative Officer
Butte County Administration

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T: 530.552.3305 M: 530.990.5029
Please note this is a new phone number and update your records accordingly

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